

10 Dec 63

MEMO FOR: Executive Officer, Office of Security

SUBJECT : Report of 1963 Cost Reductions and Management Improvements.

1. In keeping with the President's policy of cost reduction and management improvement, the Office of Security has had for the past three years a full-time Records Management Program to improve the economy and efficiency of all paperwork procedures and records keeping related to Security activities.

2. During the past year every major phase of this Records Management Program in the Office of Security has increased its activities and effectiveness more than 100%:

a. Forms Improvement Actions . . . . .	250
b. Equipment Procurement Control . . . . .	80
c. Records Systems Surveys . . . . .	5
d. Inactive Records Retired (cu.ft.) . . . . .	578
e. Vital Records Stored (film reels) . . . . .	100
f. Records Automation Developments . . . . .	3

3. Specifically, the following Records Management accomplishments have had noteworthy cost reduction and management improvement ramifications:

- a. Each of the 250 forms improvement actions reduced the office man-power and time required to complete a Security assignment. Further, printing cost economies resulted from the Program's control of forms design, production, storage and distribution.
- b. Review of procurement requests has permitted cancellation of more than \$1,000 worth of new records equipment purchase orders and substitution of equally effective alternate procedures or surplus supplies in storage.
- c. A major office systems revision resulted in the consolidating into one office the index records concerning sensitive clearances on 25 Special Projects in 5 separate offices. This improved security clearance control, centralized records reference, and related briefing operations enabled a net personnel reduction for these operations with faster research service benefiting the entire intelligence community.
- d. A major reporting improvement provided top management with a monthly summary on the status of all staff employee security clearances being processed. The report highlights for corrective action any cases lagging behind anywhere along the processing pipeline. Statistics on completed-cases processing time is included in this report to improve control by top management.

- e. To improve files and procedures the computer was used to devise 300,000 different safe combinations in accordance with established security requirements. This computer sequenced random collection is supplied annually and provides several years free from accidentally duplicated or hasty, below standard combinations. This improved safe security also permits faster, more efficient safe maintenance operations and records keeping. ~~570~~ <sup>578</sup>
- f. During the last year ~~552~~ <sup>578</sup> cubic feet of inactive office files were moved out of space valued at \$3.00 per foot into the Agency Records Center where space costs \$0.33 per foot. Besides this net savings of ~~\$1,540~~ <sup>1,540</sup> per year, this action has freed for reuse office filing equipment with a replacement value of ~~\$6,500~~ <sup>6,500</sup>. ~~100,000~~ <sup>100,000</sup> increased office space available and the more efficient filing operations are additional benefits.
- g. The Office of Security completely re-evaluated, revised, and up-dated its Vital Records Storage this September. This action has put 400,000 items from irreplaceable files into 100 reels of microfilm for safe storage at the Agency relocation site.
- h. Manually operated files and punch card records systems are being converted to storage on magnetic tape for manipulation on electronic computers. This action is accomplished when justified by cost reduction, data processing time savings, and improved management control. Successful conversions to computer operations were completed on the Special Clearance Center Index and the Status Report on Security Case Processing.

Records Management Officer  
Office of Security

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